

Didja Know?



- Did you know that selecting the correct option for traveling to the airport is critical?
- You betcha!
- Take a look at the following to see what we mean.

**Did you ever get one of these pesky
pop-ups when you are
creating an authorization that involves
traveling to an airport?**

Next page, please.....

Mileage Expense #1

* Expense Type: Pvt Auto-TDY/TAD

* Date: 06/23/2009
(mm/dd/yyyy)

* Method of Reimbursement: Personal

Miles required to be obtained from
Defense Table of Distances [DoD Table of Distances](#)

* Miles 117.0 x Rate .550 = Cost \$ 64.35

Mileage Expense #2

* Expense Type:

Microsoft Internet Explorer



You have selected a transportation mode that may require a Constructive Travel Cost-Comparison Worksheet to be completed and included with the document via fax or scanning. The Worksheet is located at <http://www.defensetravel.dod.mil/cnstvm/> or within DTS under Review/Sign>Pre-Audit.

Do you wish to continue?

OK

Cancel

Save Expenses

Proceed to the following page:

Per Diem Entitlements

Continue

**“Oh no! All I am trying to do is
catch a flight at the local
Airport. Am I really supposed
to prepare the dreaded Constructive
Travel Worksheet?
Uggghhhhhh!
Where’s a stick?
I want to poke my eye out.”**

**Oh, come on now! You don't really
need to poke your eye with
a stick!**

**You selected the wrong option
in the Mileage dropdown menu.**

Mileage Expense #1

Expense Type: Pvt Auto-TDY/TAD

Oops!

0009

(mm/dd/yyyy)

* Method of Reimbursement: Personal

Miles required to be obtained from
Defense Table of Distances [DoD Table of Distances](#)

* Miles 117.0 x Rate .550 = Cost \$ 64.35

Mileage Expense #2

Expense Type:

There's the culprit!

Save Expenses

Proceed to the following page:

Per Diem Entitlements

Continue

**This is an easy fix. Just go back to
Expenses – Mileage and make
the following change.**

When driving to the Airport, select the Terminal option

Use this screen to enter mileage expenses for your trip. Click on the "Save Expense" button to save these expenses.

Leave: 28-Jun-09 Return: 19-Jul-09

Add Expense

* Expense Type:

* Date:

* Method:

* Miles:

[View This Expense](#)

POC Use-Dedicated Gov Veh
POC Use-Gov Vehicle Avail
Private Plane
Pvt Auto-In/Around
Pvt Auto-TDY/TAD
Pvt Auto-Terminal
Pvt Motorcycle-In/Around
Pvt Motorcycle-TDY/TAD
Pvt Motorcycle-Terminal

Save Expense

Expenses Summary

Expense Type	Date	Cost	E/R
	07/19/09	\$85.80	Edit Remove
	07/19/09	\$85.80	Edit Remove

Total Expenses:

\$171.60

Proceed to the following page:

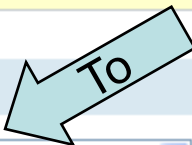
Per Diem Entitlements

Continue

Use this screen to enter mileage expenses for your trip. Click on the "Save Expenses" button to save these expenses.

Leave: 23-Jun-09 Return: 23-Jun-09

Mileage Expense #1



To

* Expense Type: Pvt Auto-Terminal

* Date: 06/23/2009
(mm/dd/yyyy)

* Method of Reimbursement: Personal

* Miles: 117.0 x

Mileage Expense #2



From

* Expense Type: Pvt Auto-Terminal

* Date: 06/26/2009
(mm/dd/yyyy)

* Method of Reimbursement: Personal

* Miles: x

Now you are on
the right track!

Save Expenses

Proceed to the following page:

Per Diem Entitlements

Continue

Ta-Da!



Now you ready to fire up
the jalopy and head to the
Airport.